
Functional Category Definitions

Introduction	Each work package submitted is reviewed and placed into one of the following functional categories. Each of the Indirect functional categories is explained below.
Director's Office	This category includes the Laboratory Director, his immediate staff (secretary, special assistants, etc.); Audits and Assessments; personnel costs (labor, fringe, materials, and supplies) for visiting scholars; and postdoctoral and fellow programs.
Public, Governmental, Community Outreach	This area includes government relations with local, state, and federal agencies (DOE and others) and Indian tribes and pueblos, as well as public relations and associated activities providing information about the Laboratory.
Legal	This functional area includes Indirect costs associated with legal counsel support, lawsuit awards, required liability insurance, and claims.
Institutional Program Development	This area includes Indirect costs associated with activities aimed at new program opportunities and new funding sources for which the intended programmatic work would span multiple divisions. The appropriate customer base could be an entirely new customer or a new initiative for an existing customer. Support is intended to be short term in duration.
Management and Administration	This category includes Indirect costs associated with the management and administration of program, division, and group offices and center support.

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Functional Category Definitions, Continued

Financial Management

This functional area includes Indirect costs associated with the Controller's office and activities of a financial nature, such as accounting, budgeting, and financial analysis.

Property Acquisition and Management

This area includes Indirect costs associated with activities related to contracting, purchasing, and acquiring resources to conduct activities and costs associated with shipping, receiving, transporting, warehousing, motor pools, property management, the Gas Plant, and laundry.

Human Resources

This area includes Indirect costs associated with internal and external staffing (recruiting, hiring, and terminating), wage and salary administration, compensation, diversity, equal employment opportunity activities, benefits administration, industrial relations, personnel records, employee grievances, arbitration, and other personnel activities; administration costs of special educational programs such as Undergraduate Student (UGS), Graduate Research Assistant (GRA), postdoctoral, and fellow programs; special employee and recognition programs (the Los Alamos Awards Program that provides bonuses to employees is captured as a separate functional area below); Human Resources planning; housing and administrative policy; and educational outreach programs.

Training

This category includes Indirect costs associated with Laboratory-wide and division-specific training. These costs include development of training courses and coordination of training requirements for division personnel. Training for all functional categories will be placed in this category (e.g., Environment, Safety, and Health training would be shown in this category rather than in the Environment, Safety, and Health category).

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Functional Category Definitions, Continued

**Environment,
Safety, and
Health**

Environment includes Indirect costs associated with all regulatory environmental compliance and permitting; air, soil, and food monitoring; sampling and analysis; waste minimization programs; management of Solid Waste Management Units (SWMUs); site-impact statements; and other environmental remediation activities. This category excludes Programmatic costs charged directly to Environmental Restoration and Waste Management Budget and Reporting categories.

Safety and Health includes Indirect costs associated with all aspects of Laboratory safety and health programs, including occupational health and Laboratory-required physicals; radiation and other hazardous materials monitoring, measurement, and analysis; hazardous transportation safety; employee wellness programs; and emergency management.

**Facilities
Management**

Facilities Management/Engineering includes Indirect costs associated with the upkeep of Laboratory facilities to function effectively in support of the Laboratory's mission, including plant and maintenance engineering; rental of land and buildings; condition assessments; and space records management.

Maintenance includes Indirect costs associated with preventive, predictive, and corrective maintenance of all building structures; utilities and equipment supporting the building structure (i.e., Class A building attachments such as heating, ventilation, and air conditioning equipment); site infrastructure components; roads; and grounds.

Utilities includes Indirect costs associated with labor, facilities, and equipment needed to provide electric power, heat, steam, chilled water, potable water, sanitary waste disposal, and any service contracts to provide these services.

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Functional Category Definitions, Continued

Safeguards and Security	This category includes Indirect costs associated with the development and implementation of a safeguards and security program to protect nuclear materials, nuclear weapons, classified information, and government property from theft, sabotage, espionage, or other acts that may cause adverse impact on national security or harm to the public health and safety. This specifically includes the protective force; physical security protection systems; classified information security; computer security; special nuclear material (SNM) control and accountability; Personal Security Assistance Program (PSAP); and transportation of SNM, weapons, and other classified material.
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Information Infrastructure	This area includes Indirect costs associated with central computing facilities, automated data processing systems and support, software and hardware applications and development, networks, and advanced computing laboratory research.
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Library, Mail, and Communications	This functional area includes Indirect costs of managing and maintaining mail and correspondence systems; document preparation services (including video services, editing, graphics, and illustrations); and library automation and accessions.
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Fabrication	This category includes Indirect costs for central and specialized shops for mechanical fabrication, metallurgy, ordnance site use, preparation, and detonators.
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Telecommunications	This area includes Indirect costs associated with phone, voice, and data transmission and video conferencing.
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Functional Category Definitions, Continued

**Equipment
Maintenance
and Calibration**

This functional area includes Indirect costs for routine maintenance of all equipment, including electronic and computer equipment; general purpose, common-design equipment; and calibration of equipment (i.e., Class B equipment).

**Quality,
Planning, and
Policy**

This category includes Indirect costs that are associated with institutional and strategic planning, with organizational initiatives in Continuous Quality Improvement (including quality assurance), and with policy development.

Other

This area includes Indirect costs that are institutional in nature, but are not identified in another common cost category (e.g., UC Management Allowance).

**Transition
Labor**

This category includes Indirect costs resulting from staff that are between assignments or are waiting for funding.

**Performance
Awards**

This category includes Indirect costs resulting from performance awards provided to division staff under the Los Alamos Awards Program.
